INSTRUCTIONS FOR COMPLETING MIGRANT CONTINUING ENROLLMENT OR RESIDENCY COUNT REPORT (CER)

Form PI-1717
Revised April 1, 2015

Title I, Part C
Education of Migratory Children
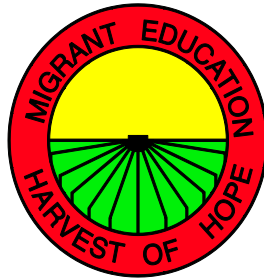
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http://titleone.dpi.wi.gov/ttlone_mig_index

Wisconsin Migrant Education Program: 800-441-4563
Migrant Hotline: 800-234-8848

MIGRANT CONTINUING ENROLLMENT OR RESIDENCY COUNT REPORT(CER)

General Instructions:

This form lists children who were certified on a Certificate of Eligibility (COE) in a previous school term, either regular or summer, and who at the start of the current term either will continue to reside only (not attend) or continue as a school-enrolled child in the district.

Mail a copy to DPI **within 30 days of the date classes started**. If you are using the electronic version from our website—**http://dpi.wi.gov/titleone/mig_forms.html**— please make sure to keep a copy for your records.

A. School District Name:
Enter the official name of the school district in which the identified children reside.

B. Short School District ID Code (SSID):
Enter the applicable Short DISTRICT IDENTIFICATION CODE (SSID) assigned to your district by the Department of Public Instruction (DPI). Example: The code for Madison Metropolitan School District is WIDPSK.

C. Project Term of Recruitment:
Check the applicable term (regular or summer) for which the child is certified.

D. Date Classes Start *This* Term:
Enter the date on which school instruction began for the school district during the noted term, i.e. regular or summer term.

E. TITLE I MIGRANT CHILDREN

- Only eligible children who are residing in your district are to be listed. All information is taken from the original COE of the family.

- **Child's Formal Name:** Enter the name (last, first, middle initial) of each eligible child in the family who has the same QAD and residency date. Note: Some children may not have a middle initial.

- **Residency Verification:** Write the appropriate letter (H, S, or P) after the name to reflect source of residency verification for each child.
  H = Home Visit, S = School Visit, P = Partner Agency (e.g., UMOS document)

- **Sex:** Enter M for male or F for female.

- **Birthdate**: Enter the child's six-digit date of birth (MM/DD/YY). Do not list or certify children without a birthdate.

- **Residence Date from COE:** Enter this date taken from your original COE.

- **Date Enrolled *This* Term:** Enter the actual date that each child started class, not necessarily the same as when classes started. For eligible infants, preschoolers, and out-of-school youth who will not be enrolled this term enter **COUNT**. The word *Count* will be used to reestablish annual residency of a non-attending child at the beginning of a school's regular or summer term.

- **Grade:** Using the **Grade Code Chart** below, enter the grade of the student.

  - **Regular Term Enrollment**: For students attending elementary and secondary level schools, enter the appropriate grade level placement. Also enter a grade for for infants, preschoolers, and out-of-school youth using the chart below.
  - **Summer Term Enrollment:** Summer school is considered an extension of the regular school year, so use the grade that the student was in during the most recent regular term.

Grade Code Chart		
UG	=	ungraded program
OS	=	out of school
P0	=	preschool or daycare for child less than one year old
P1	=	preschool or daycare for child one year old
P2	=	preschool or daycare for child two years old
P3	=	preschool or daycare for child three years old
P4	=	preschool or daycare for child four years old
P5	=	preschool or daycare for child five years old
K	=	kindergarten
1	=	first grade
2	=	second grade
3	=	third grade
4	=	fourth grade
5	=	fifth grade
6	=	sixth grade
7	=	seventh grade
8	=	eight grade
9	=	ninth grade
10	=	tenth grade
11	=	eleventh grade
12	=	twelfth grade

- **NGS Unique Student Identification (USID):** Enter the NGS number taken from the COE, NGS student record, or district report.

- **Qualifying Arrival Date (QAD):** Enter the QAD from the most current COE on file. Include the information on city/town and state **from which** each child moved, and **to which** each child moved.

- **NGS 4-Letter School ID:** Enter the unique school building, four-letter identification code. See the attached list generated by the Wisconsin Department of Public Instruction Migrant Education Program.

- **Recruiter's/Administrator's Signature**: It is the responsibility of the recruiter or the designated local administrator to sign and date the CER. Retain the original copy in the district as part of the local migrant education program documentation.

Wisconsin Migrant Education Staff

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APPENDIX C: Common Abbreviations

CER: Continuing Enrollment Form
GED: General Educational Certificate
HSED: High School Equivalency Diploma
IEP: Individual Education Plan
LAS: Local Accounting Sheet
LEA: Location Education Agency
MB: Multiple Births
MEP: Migrant Education Program
NGS: New Generation System for recording migrant data
OSY: Out of School Youth
SSID: Short School Identification Code
SEA: State Education Agency
QAD: Qualifying Arrival Date
USDE: United States Department of Education
USID: Unique Student Identifier

LISTING OF POSTAL ABBREVIATIONS
STATES IN THE UNITED STATES (U.S.A.)

Alabama	AL	Kansas	KS	New Hampshire	NH
Alaska	AK	Kentucky	KY	New Jersey	NJ
Arizona	AZ	Louisiana	LA	New Mexico	NM
Arkansas	AR	Maine	ME	New York	NY
California	CA	Maryland	MD	N. Mariana Islands	CM
Colorado	CO	Massachusetts	MA	North Carolina	NC
Connecticut	CT	Michigan	MI	North Dakota	ND
Delaware	DE	Minnesota	MN	Ohio	OH
District of Columbia	DC	Mississippi	MS	Oklahoma	OK
Florida	FL	Missouri	MO	Oregon	OR
Georgia	GA	Kansas	KS	Pennsylvania	PA
Guam	GU	Kentucky	KY	Puerto Rico	PR
Hawaii	HI	Louisiana	LA	Rhode Island	RI
Idaho	ID	Maine	ME	South Carolina	SC
Illinois	IL	Montana	MT	Tennessee	TN
Indiana	IN	Nebraska	NE	Texas	TX
Iowa	IA	Nevada	NV	Wyoming	WY

STATES IN MEXICO (MX)

Aguascalientes	AG	Hidalgo	HG	Quintana Roo	QI
Baja California Norte	BN	Jalisco	JA	San Luis Potosí	SL
Baja California Sur	BS	México (state of)	MX	Sinaloa	SI
Campeche	CM	Michoacan	MC	Sonora	SO
Chiapas	CS	Nayarit	NA	Tlaxcala	TL
Chihuahua	CH	Nuevo León	NL	Veracruz	VE
Coahuila	CU	Guerrero	GR	Tabasco	TB
Colima	CL	Morelos	MR	Tamaulipas	TM
Distrito Federal	DF	Oaxaca	QA	Yucatán	YU
Durango	DG	Puebla	PU	Zacatecas	ZA
Guanajuato	GT	Morelos	MR		
Guerrero	GR	Querétaro	QE		

PROVINCES OF CANADA (CA)

Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Province of Quebec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territories	NT	Yukon Territory	YT